



Kansas Health Policy Authority Operational Policy

Title: Use of Equipment by Onsite Contractors

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Authority: POL-EX:2006-01 and POL-IT:2007-01

CATEGORY

Information Technology Procedure

SUBJECT

Use of equipment by onsite contractors, auditors, or other non-KHPA individuals.

BACKGROUND

There are occasions when contractors, auditors, vendors, or other non-staff individuals require access to KHPA systems. There are also occasions when non-staff individuals need access to internet resources while onsite. Employees working with non-staff individuals must take precautions to protect all KHPA and/or State of Kansas information. The following policy governs the use of KHPA systems by non-KHPA personnel.

POLICY

Equipment that is not owned by KHPA cannot be attached to the internal KHPA computer network. If a non-staff individual needs to access the internet using their personal laptop, they must use a privately available connection at no cost to KHPA, or connect to one of the network jacks attached to the external network provided in various onsite locations, and access their own internet service provider. KHPA staff working with the non-staff individual must coordinate the setup of this capability with DISC customer support staff.

Non-staff individuals may also be given access to KHPA systems using State owned equipment attached to the KHPA internal computer network. The following guidelines must be followed by the KHPA staff working with non-staff individuals.

- The contractor must define the needs to the KHPA staff.

- The KHPA staff presents the needs to the KHPA's Information Systems Manager or designee.
- The KHPA staff must coordinate with DISC customer support staff to setup network login permissions. Access should be restricted to specific workstations, and a limited duration.
- The KHPA staff must coordinate with KHPA security staff to gain access to applications needed. Non-staff individuals should be restricted to only the minimum necessary information and resources.
- The KHPA staff must coordinate with KHPA legal staff to establish the appropriate data use agreements and contract documents.
- If access involves disclosure of Protected Health Information, the KHPA staff must coordinate with the KHPA privacy officer to ensure that the necessary information is recorded in the HIPAA disclosure log.
- Network login permissions must be terminated immediately upon completion of work by the non-staff individual.

If the non-KHPA individuals objectives cannot be achieved in accordance with the above, KHPA staff must work with the KHPA's Information Systems Manager or designee to implement an approach that does not compromise State of Kansas and KHPA's staff and privacy standards.

SPONSOR/CONTACT

Chief Operations Officer